



2008 Verification of Educational Structure Instructions

Please complete your submission by September 4, 2007. **All district and school data requires an approval even if there are no changes.** Please review and update all contact information (address, phone and fax numbers, and **email addresses.**)

A memo was sent to each district that includes their login and password.

You will find the website at:

<http://doe.sd.gov/ofm/applications/gradespan/index.asp>

The first page is where you will login into the program.

1. Enter your full five digit district number and password.
2. Click on the "Login" button to enter the program.

Note: To help you through the Verification of Educational Structure click on Download Instructions.

Verification of Educational Structure

Login

District Number:

Password:

[Download Instructions](#)

Step 1: Your full five digit district number and password go here.

Step 2: Hit the Login button after you have entered your district number and password.

To help you through the Verification of Educational Structure click on Download Instructions.

Main Page of the Verification of Educational Structure

Once you get logged in you will be at your district's main page. This is where you will start to enter data. This screen lists district, school and school board information.


Note: To check current District Information or School Information click on the reports on the right hand side of the page.

Verification of Educational Structure

[Logout](#)

Armour School District 21-1

- ▶ [Edit District Address Information](#)
- ▶ [Edit Main District Contacts](#)
- ▶ [Edit School Board Information](#)



current DISTRICT Info

Click here to look at the current District Information.


✓ [Finalize Data](#)

NOTE: Click on "Finalize Data" to indicate the district and school directory information has been reviewed and updated for the 2005-2006 school year.

School(s) in the District [Add or Close a School](#)

Armour Hi Sch - School is set to be **Open** for school year


- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)



current SCHOOL Info

Armour Elem - School is set to be **Open** for school year


- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)



current SCHOOL Info

Armour Middle Sch - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)



current SCHOOL Info

Click here to look at the current school information. Each school will have its own separate report.

Editing District Address Information

1. From the main page click on the Edit District Address Information link.
2. Verify the mailing address and physical address for the district.
3. Enter the district's web address, if available.
4. Click on the **Update District Information Button**. You must click on this button in order for the information to update.

Note: Fields marked with a red asterisk are required fields.

Verification of Educational Structure

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Edit District Information

Armour School District 21-1

NOTE: Anything with a * must be filled in.

| Main Contact Information | |
|--|-----------------------------|
| District Number: | 21001 |
| District Name: | Armour School District 21-1 |
| Mailing Address: | PO Box 640 * |
| Mailing City: | Armour * |
| Mailing State: | SD * |
| Mailing Zip Code: | 57313-0640 * |
| Physical Address: | 604 3rd St * |
| Physical City: | Armour * |
| Physical State: | SD * |
| Physical Zip Code: | 57313 * |
| Web Address: | www.armour.k12.sd.us |
| <input type="button" value="Update District Information"/> | |

Enter the mailing address for the district here.

Enter the physical address for the district here.

Enter the district's web address here, if available.

Click on the Update District Information Button.

Editing District Contacts Information

1. From the main page click on Edit Main District Contacts.
2. This page displays the information for the Superintendent, Business Official, Special Education Director, etc.
3. Click on EDIT by the contact name to make changes to the contact. This will bring up the edit screen for the contact, all contacts have their own edit links.
4. When done editing the contact, click on the **Update District Contact button**. You must click on this button in order for the information to update.

Note: The contacts with red asterisks are required fields.

Verification of Educational Structure

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Edit District Contacts

Armour School District 21-1

Note: Contacts with a * after the title ARE required fields.

| Superintendent / CEO * | EDIT |
|--|------|
| Title: Superintendent | |
| First Name: Wallace | |
| Last Name: Weatherford | |
| Phone Number: 6057242153 | |
| Fax Number: 6057242977 | |
| Email Address: wally.weatherford@k12.sd.us | |

| Business Official * | EDIT |
|---|------|
| First Name: Eric | |
| Last Name: Christensen | |
| Phone Number: 6057242153 | |
| Fax Number: 6057242977 | |
| Email Address: eric.christensen@k12.sd.us | |

| Special Education Director * | EDIT |
|------------------------------|------|
| First Name: Wallace | |

This page shows the information for all district contacts.

Click here on the Edit link to make changes to the contact. This will bring up the screen below.

Verification of Educational Structure

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Edit District Contact

Armour School District 21-1

NOTE: Anything highlighted in green MUST be filled in.

| Business Official |
|--|
| First Name: <input type="text" value="Eric"/> |
| Last Name: <input type="text" value="Christensen"/> |
| Phone Number: <input type="text" value="6057242153"/> |
| Fax Number: <input type="text" value="6057242977"/> |
| Email Address: <input type="text" value="eric.christensen@k12.sd.us"/> |
| <input type="button" value="Update District Contact"/> |

This screen is where you will edit the contact. Each contact has its separate screen.

Please click on the Update District Contact button when you are finished editing the contact.

Editing School Board Information

1. From the main page click on Edit School Board Information
2. Here you will enter the president and other board members
3. You are allowed to include information for up to 8 school board members.
4. After entering all the correct changes. Hit the **Update School Board Information button**. You must click on this button in order for the information to update.

Note: Fields with an asterisk are required. The School Board President's email will not be required, but it will be helpful if it is submitted.

Verification of Educational Structure

Edit School Board Information

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Armour School District 21-1

NOTE: This web application only allows for a maximum of eight (8) school board members to be specified.

Anything with a * are required fields.

| School Board President | |
|------------------------|--------------|
| First Name: | ROBERT * |
| Last Name: | CLARK * |
| Phone Number: | 6057242771 * |
| Email Address: | * |
| Mailing Address: | 27961 AVE. * |
| Mailing City: | ARMOUR * |
| Mailing State: | SD * |
| Mailing Zip Code: | 57313 * |

| School Board Members | |
|----------------------|------|
| Member #1 | |
| First Name: | DEAN |
| Last Name: | FINK |
| Member #2 | |

Update the President of the school board and other board members. Maximum number of board members is 8.

Remember to hit the **Update School Board Information** button.

Update School Board Information

Editing School Information

1. From the main page, go to the specific school you want to edit.
Click on Edit School Address Information & Alternative Programs.
2. Next, click on Edit Grade Information.
3. Finally, click on Edit Main School contacts.

Note: Make sure to update each school in the district.

Verification of Educational Structure

Armour School District 21-1 [Logout](#)

- ▶ [Edit District Address Information](#)
- ▶ [Edit Main District Contacts](#)
- ▶ [Edit School Board Information](#)

current DISTRICT Info

[Finalize Data](#) **NOTE:** Click on "Finalize Data" to indicate the district and school directory information has been reviewed and updated for the 2005-2006 school year.

School(s) in the District [Add or Close a School](#)

Armour Hi Sch - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

current SCHOOL Info

Armour Elem - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

current SCHOOL Info

Armour Middle Sch - School is set to be **Open** for school year

- ▶ [Edit School Address Information & Alternative Programs](#)
- ▶ [Edit Grade Information](#)
- ▶ [Edit Main School Contacts](#)

current SCHOOL Info

Callout Box 1 (top right): 1. Click on Edit School Address Information & Alternative Programs.

Callout Box 2 (middle left): 2. Click on Edit Grade Information.

Callout Box 3 (bottom left): 3. Click on Edit Main School Contacts.

Note: The following three screenshots are what you will see when you click on Edit School Address Information & Alternative Programs, Edit Grade Information, and Edit Main School Contacts.

1. When you click on Edit School Information, you will be able to change the mailing address and physical address.
2. Click Yes or No for the Alternative Program. If yes, please identify the focus and the name of the program.
3. Don't forget to click on the Update School Information button. You must click on this button in order for the information to update.

Verification of Educational Structure

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Edit School Information

Armour Hi Sch

NOTE: Anything with a * must be filled in.

Main Information

School Number: 01
 School Name: Armour Hi Sch
 School Type Code: 10
 Gradespan: 0912

Mailing Address: *
 Mailing City: *
 Mailing State: *
 Mailing Zip Code: *

Physical Address: *
 Physical City: *
 Physical State: *
 Physical Zip Code: *

Web Address:

Alternative Programs

Is there an "Alternative Program" operated within the school? *

☐ Yes
☒ No

If YES, please identify the focus of this Alternative Program

▼

What is the name of the Alternative Program

1. Make changes to the mailing address and the physical address of the school.

2. Click Yes or No for the Alternative Program. If yes, please identify the focus and the name of the program.

3. Don't forget to click on Update School Information.

1. Please identify the grade served for the specific school.
2. Please click on the Update Grades button when finished.

Verification of Educational Structure

Grades served by school [Back to Main Page](#) | [Logout](#)

Armour Hi Sch

9 Yes ☐

10 Yes ☐

11 Yes ☐

12 Yes ☐

[Update Grades](#)

1. Identify the grade served for the specific school.

2. Click on the Update Grades button.

1. Edit school contacts. Click on the Edit link by the contact.
2. Please click on the Update School Contact button when finished with each contact.

Note: Contacts with red asterisks are required fields.

Verification of Educational Structure

School Contacts [Back to Main Page](#) | [Logout](#)

Armour Hi Sch

NOTE: Contacts with a * after the title ARE required fields.

| | |
|---|----------------------|
| Principal / Building Manager * | EDIT |
| Title: Principal First Name: Brad Last Name: Preheim Phone Number: 6057242153 Fax Number: 6057242799 Email Address: brad.preheim@k12.sd.us | |
| Student Information Management Contact * | EDIT |
| First Name: Wally Last Name: Weatherford Phone Number: 6057242153 Fax Number: 6057242977 Email Address: wally.weatherford@k12.sd.us | |

1. Edit school contacts. Click on the Edit link to make changes to the specific contact that you are editing.

Contact: Jennifer Rattling Leaf at 773-4703
 Email: jennifer.rattlingleaf@state.sd.us

Finalizing Data

Important Step! Your district will not be marked complete without concluding this section of the Verification of Educational Structure.

1. Click on the Finalize Data link when you are finished updating the district and school information.
2. View and verify the information you have submitted.
3. Click the circle by finalize data and click the finalize data button.


Verification of Educational Structure

[Logout](#)

Armour School District 21-1

1. Click on the finalize data link.

[Edit District Address Information](#)
[Edit Main District Contacts](#)
[Edit School Board Information](#)


current DISTRICT Info

✓


[Finalize Data](#)

NOTE: Click on "Finalize Data" to indicate the district and school directory information has been reviewed and updated for the 2005-2006 school year.

School(s) in the District
[Add or Close a School](#)


Armour Hi Sch - School is set to be **Open** for school year

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current SCHOOL Info


Armour Elem - School is set to be **Open** for school year

[Edit School Address Information & Alternative Programs](#)
[Edit Grade Information](#)
[Edit Main School Contacts](#)


current SCHOOL Info

Armour Middle Sch - School is set to be **Open** for school year

[Edit School Address Information & Alternative Programs](#)
[Edit Grade Information](#)
[Edit Main School Contacts](#)


current SCHOOL Info

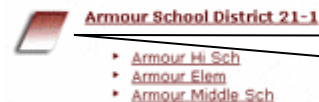
Verification of Educational Structure

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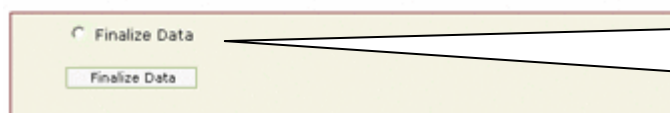
✓ Finalize Data

Armour School District 21-1

By finalizing your data, you are ensuring that all of the district & school information is current. Please view the district and school information below and verify that everything is correct and all the required information is filled in BEFORE you finalize your data.



Once you have viewed and verified the information is correct please finalize your data below.



Congratulations! You have completed the Verification of Educational Structure. You will be able to go back into the program at anytime to make changes before September 4, 2007. After September 4th, you will only be able to log in and view your district and school reports. You will not be allowed to update any information to the website. If you have any questions or need to make updates after September 4th, you can call Jennifer Rattling Leaf at 773-4703 or email her at jennifer.rattlingleaf@state.sd.us.

Thank you!